



State of Louisiana
Department of Health and Hospitals
Center for Community and Preventive Health

January 2, 2013

TIME SENSITIVE

TO: Food Manufacturers

FROM: Denise Harris, MCC, RD, LDN
Program Monitor, Nutrition Services
Department of Health and Hospitals' Office of Public Health

SUBJECT: Request for Information
Product Submissions for 2013-2015 Louisiana WIC Approved Foods List

This memo is to notify you of the process to submit products for consideration for the 2013-2015 **Louisiana (LA) Women, Infants and Children (WIC) Approved Foods List**. Please follow the instructions below to submit national brand and/or private-label products. The Louisiana Department of Health and Hospitals (DHH) Nutrition Services staff will review all submissions to ensure that they meet applicable federal requirements. The final list will be determined by early June 2013, and will take effect for a period of Oct. 1, 2013 through Sept.30, 2015. Once the list is finalized, there will not be another opportunity to add any products until the next cycle in 2014.

To submit products for review, please provide a completed Excel workbook and a complete product label for each product **no later than Feb. 15, 2013**. Submissions will not be accepted after this date and will not be considered for the WIC Approved Food List after the deadline. Submitting a product for consideration on the list does not guarantee the item will be authorized for use in Louisiana.

REQUIRED SUBMISSION MATERIALS:

1. A Microsoft Office Excel workbook named (Louisiana RFI Submission 2013.xls) is included as an attachment to the electronic mail message with this memo. This file is also available from the Louisiana Department of Health and Hospitals' WIC Program by contacting Denise Harris at Denise.Harris@La.gov.
 - The first tab in the workbook includes detailed instructions for completing the spreadsheets.
 - The second tab must be completed with your company identification.
 - Prior to submitting a completed workbook, it must be renamed to include your company name (For example: ABC company Louisiana RFI Submission 2013.xls).
 - Submit the completed workbook by electronic mail to Denise.Harris@La.gov.

Submissions in any other format will not be accepted. If this requirement presents any difficulties to your company, please submit an electronic mail request for alternative arrangements.

2. Product package flats or complete product labels, as they will be seen by the consumer in the store, must be provided for each product submitted. The complete product label must include the name, nutrition facts panel and the list of ingredients.

Send product package flats or product labels to:

Address

Denise Harris
DHH Office of Public Health
Nutrition Services
628 N. 4th Street, Bin #4
Baton Rouge, LA 70802
Phone: (225) 342-8905

Electronic copies of the package flats or labels are permissible if they are clear, legible scanned copies of the actual product label. Acceptable file formats are JPEG and PDF.

Electronic promotional photos will not be accepted. Electronic copies can be forwarded to Denise.Harris@La.gov .

The submitting company is responsible for submitting labels in an appropriate format within submission time frames. If the Nutrition Services Branch staff encounters problems with opening or reading any labels, a request for re-submission will be made to the submitting company. The submitting company will have two weeks to respond.

3. Products must be in Louisiana stores and available for purchase to the retail consumer at the time of submission of the RFI.

Send any questions regarding this RFI or the completion of the Excel workbook to Denise.Harris@La.gov . You may also direct questions to Denise Harris at (225) 342-8905. Thank you for your interest in participating in the Louisiana Department of Health and Hospitals' WIC Program.

CC: Karen Chustz
Tricia Guidroz
Monica McDaniels
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